

# Residence Life Handbook



Dodge City College  
Community College



Housing Office  
Dodge City Community College  
2501 N 14th Ave.  
Dodge City, KS 67801  
1-800-FOR-DCCC

1993

# Welcome!

Welcome to residence life at Dodge City Community College! We hope the experience of community living will prove enjoyable as well as educational for you. This Handbook has been designed to familiarize you with the guidelines necessary to make the community work for everyone. Please read it carefully, and refer to it as questions arise throughout the year.

As a student living on campus, it is your challenge to make community living work. The right to privacy, quiet, protection of personal and public property, and respect for each person's needs are basic elements. The success of your community depends on one person: YOU!

Your handbook contains general information on College housing, the policies and guidelines of community living at Dodge City Community College, and the services and features available to you as a campus resident.

**Be sure to thoroughly read the handbook before signing your contract.** If you have unanswered questions after you have consulted this handbook, contact your resident assistant, or Dodge City Community College Housing Office at (316) 227-9304. We will be happy to assist you.

\*Where an asterisk (\*) appears, a change might be made. If this change is made, it will be posted on the bulletin board in the Shelden Hall lobby.





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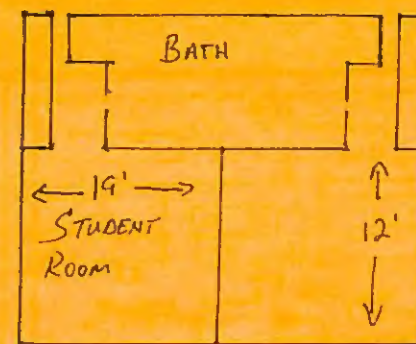


## College Housing Features

	SH	SF	RR	GZ	CW
Air conditioning	X	X	X	X	X
Kitchen		X			
Study lounges	X				X
Television area	X				X
Joint bathroom	X	X	X	X	X
Vending machines	X				X
Laundry facilities	X			X	X
Room telephones	X	X	X	X	X
Cable television		X	X	X	
Fully furnished	X	X	X	X	X
Freshmen	X		X	X	X
Sophomores	X	X	X	X	X

## Coleman-Webb

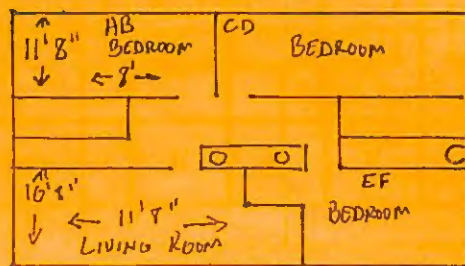
- \* Co-ed hall
- \* Freshmen, sophomores
- \* Two floors
- \* 26 men; 26 women
- \* Room sizes vary; a typical room is shown





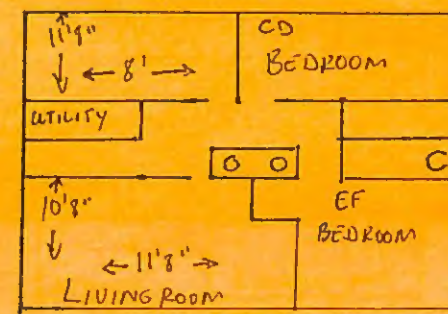
## Glecker-Zollars

- \* Co-ed apartment complex
- \* 24 men; 24 women
- \* Freshmen, sophomores
- \* Laundry facility
- \* Three bedroom apartments
- \* One bathroom, sink area, living room, fully furnished
- \* Cable television
- \* A typical apartment is shown



## Russell-Revitte

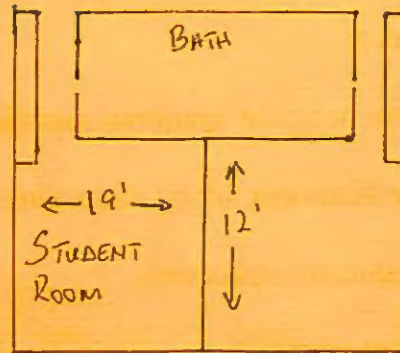
- \* All male apartment complex
- \* 48 men
- \* Three bedroom apartment complex
- \* One bathroom, living room, sink area, fully furnished
- \* Freshmen, sophomores
- \* Cable television
- \* A typical apartment is shown





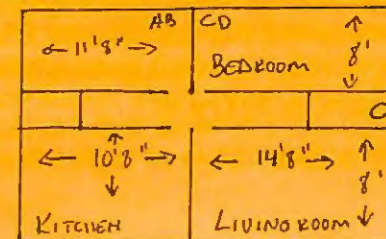
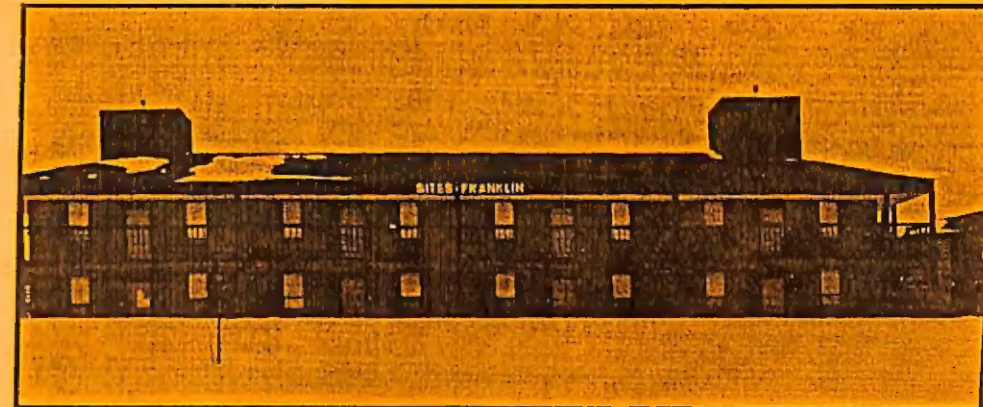
## Shelden Hall

- \* Co-ed hall
- \* Freshman, sophomores
- \* Two floors
- \* 20 women; 84 men
- \* Guest rooms
- \* Mail service directly to hall
- \* Laundry facility
- \* Vending machine
- \* Housing office
- \* Two television lounges
- \* Room sizes vary; a typical room is shown



## Sites-Franklin

- \* Co-ed apartment complex
- \* 16 women; 16 men
- \* Two floor
- \* Two bedroom, full kitchen, bathroom, sink area, living room
- \* Sophomore
- \* Fully furnished
- \* Cable television
- \* A typical apartment is shown





## Climate

### Dodge City Climate

Dodge City is situated in the Southwestern part of the state and enjoys partial sunshine year-round. However, the same elevation which provides cool summer nights can also bring some chilly winter temperatures and occasional snow. Be prepared for temperature extremes. Remember your swimsuit and shorts for those warm afternoons, and don't forget a parka and gloves (you won't need them often, but you'll be glad to have them when you do).

Daytime high temperatures range from 40s and 50s in the winter to 80s and 90s in the summer. Winter lows are typically in the 20s, while summer lows are in the 50s and 60s. The average first freeze is around October 19 and the last frosty night is approximately April 23.

Annual precipitation for this areas is about 20 inches, the majority of which is received in spring.

## Food Services

### Food Services

Meals for residents are served in the Student Union Dinning Hall. Meals are served daily - Monday through Friday, Saturday and Sunday lunch and dinner. Meals are not served during vacations: Thanksgiving, Christmas, Spring Break.

Guests are welcome to purchase meals in the Student Union Dinning Hall.

\*Meal times are as follows: Breakfast, Monday through Friday from 7:00 a.m. to 8:30 a.m.; Lunch, Monday through Friday from 11:00 a.m. to 1:00 p.m., Saturday and Sunday from 12:00 p.m. 1:00 p.m.; Dinner, Monday through Friday from 5:00 p.m. to 6:30 p.m., Saturday and Sunday from 4:30 p.m. to 6:00 p.m.

## Residence Hall Guidelines

### Reserving a Room

Room reservations are made by completing a Housing Application and returning it with a \$100.00 deposit to:

**Dodge City Community College**  
**Housing Office - Shelden Hall**  
**2501 North 14<sup>th</sup> Avenue**  
**Dodge City KS 67801-2399**

The \$100.00 deposit guarantees that a room will be assigned to you before the start of the fall semester. The deposit is also used to secure any damages a student might cause to the residence hall. At the end of the school year, if no damage is done to the room, \$95.00 of the deposit will be refunded to the student. The remaining \$5.00 will be use for activity fees. Students on financial aid and/or on scholarship are also required to make this deposit.

Students who lived on campus during the spring semester and wish to reserve their same room for the next Fall, or make a change must notify the housing office.

New students will be assigned a room after June 15th and before August 1, upon receipt of their application and deposit.

**IMPORTANT:** The first payment of \$450 is due when the student initially checks into the hall. Students on financial aid and/or on scholarship are also required to make the first payment prior to checking into the residence hall. If you have not checked into your assigned room by the day classes begin, your room assignment will be canceled and your deposit will be forfeited.

### Room Confirmation

When your room assignment has been made, you will be sent a confirmation card, identifying your hall, room number, and your roommate. Be sure to bring the confirmation card with you when you arrive at your new home. Dodge City Community College reserves space on a first come first severed basis. Dodge City Community College reserves the right to assign and re-assign rooms based on available space.



## Checking In

1. Bring your conformation card to Shelden Hall lobby.
2. Give your name and confirmation card to the staff member at the check-in desk.
3. You will be given a room contract, and will be required to fill out some additional forms concerning your room. The most important of these is the Room Inspection Sheet—please read it carefully.
4. You will be given your key to the room.
5. If you arrive before your roommate, please wait to decorate until both of you can discuss the arrangements of the room.
6. If you have not checked into your room by the day classes begin, your room will be reassigned and your deposit will be forfeited.

If you have any questions before you arrive, please contact the Housing Office during regular business hours at (316) 227-9304 or 1-800-FOR-DCCC.

## What to Bring

All residence hall rooms are furnished with:

Single bed	Bookshelves
Mattress	Desk and chair
Dresser	Closet
Mirror	Sink
Reading light	Telephone

**Note:** If you want to carpet your room, you need to bring your own. It is prohibited to glue carpet to the floor.

You may already have a lengthy list of things to bring to your new home, but here are some suggestions to make sure your new room is comfortable:

Pillows	Rugs or carpet	Bedspread
Laundry supplies	Linens	Alarm clock
Blankets	Mattress pad	Wastebasket
Iron	Clothes hangers	Dictionary
Personal computer	Typewriter	Bathroom supplies
Towels	Cleaning supplies	Beauty supplies

## About the Staff

### Housing Director

The residence hall is managed by a Housing Director, who is aided by an Assistant Director and Resident Assistants RAs. The Director, a professional housing staff member, is responsible for the administration of college regulations along with housing policies. The Director coordinates activities in the residence halls, while also supervising and training of the Resident Assistant staff.

Your Director encourages the development of a community atmosphere within your hall, and acts as a liaison between the residence hall and other College offices.

### Assistant Director

The Assistant director helps the Director coordinate activities in the hall, as well as supervising and training of RA's. Your Assistant Director supervises the maintenance of residence hall along with enforcing college and housing policies.

### Resident Assistant

Each floor is staffed by an RA, a student who works for the housing department and is responsible for your floor and its residents.

Each RA is primarily concerned with the welfare of the students on his/her floor. They help to enforce hall and College policies, and disseminate campus information. The first person you should see when you have a problem is your RA—if he or she can't help (and you'll be surprised by how often they can!), they will point you in the right direction.

## Hall Facilities and Services

### Cable TV

Some rooms are provided with basic cable service, included in the cost of the room.

**Note:** \*Shelden and Coleman-Webb hall does not have cable television at this time. There are lounges in both halls that have cable television.



## **Furnishings**

The University provides each resident with a bed, mattress, desk, chair, dresser, and reading light. You may bring carpet, chairs, etc., to make your room more comfortable.

## **Lounges**

Study lounges and television areas are located throughout the residence halls for your use.

## **Mail Services**

Your mail will be delivered to mail boxes located in Shelden Hall lobby. You can send mails out through the Housing Office. Your address is: Name, 2501 N. 14th, Building, Room Number, Dodge City, KS 67801.

## **Parking**

Parking areas for resident are located near each of the halls. Your car should be clearly marked with a Dodge City Community College parking sticker, available from the Student Services office at the cost of \$10.00. All students with a vehicle are required to have a parking permit to park on campus.

## **Refrigerators**

Each room is equipped with a 4.8 cu. ft. refrigerator. However, if you want to bring your own refrigerator you may, provided it is approximately the same size. All refrigerators must be regularly cleaned.

## **Telephones**

Each residence hall room is provided with a telephone. To reach numbers within your hall and elsewhere on campus, dial the last three

digits. For local calls (which are free), dial a "9" before dialing all seven digits. It is necessary to obtain a calling card to place long distance calls from your room or you can make collect calls from your room. Your parents may dial directly to your room.

## **Vending Machines**

Coin-operated soft drink and candy machines are located in Coleman-Webb and Shelden Hall for your convenience.

## **Change Machine**

A change machine is located in Shelden Hall lobby. The machine will only make change for \$1 & \$5 dollar bills.

## **Laundry Facilities**

Washers and dryers are available for your use. These facilities are located in the north end of Shelden Hall (both upper and lower halls), the north end of Coleman-Webb Hall (upper level only), and in the lower east end of Gleckler-Zollars Hall. Laundry rooms are open from 8:00 a.m. to 10:00 p.m. and are available for all residents. Students should be in the area when using laundry facilities and are responsible for their own clothes left or lost in the laundry facilities.

## **Security Office**

The security office is located on the south end of the first floor of Shelden Hall.



# Residence Hall Policies

## Policies

### Alcohol - Drugs - Cigarettes

Possession, consumption, or use of alcoholic beverages or illegal drugs, on College property is a violation of College and State regulations. Violators are subject to disciplinary action by the College as well as possible criminal prosecution. Burning incense or candles of any kind are also prohibited. There is a no smoking policy for the residence hall areas.

### Check-in

Before moving into your residence hall, verify your room assignment with a housing staff member. At that time, your room key will be issued and a room inventory sheet will be filled out by a staff member concerning the condition of your room.

### Check-out

Before moving out of your residence hall, you must:

1. Contact the Director of Housing and your resident assistant concerning departure.

2. Clean your room and remove all personal belongings.
3. Have your RA complete final check-out forms.
4. Return your keys and any linen (if issued).
5. Sign the inventory sheet and check-out slip to verify the condition of your room and any charges.

### Conduct

You are responsible for familiarizing yourself with the rules and regulations pertaining to your hall and the College. You are also responsible for any and all guests you have in the hall and in your room. Failure to abide with these guidelines may result in expulsion from the residence hall system as well as other disciplinary action by the college.

## Cooking

Cooking is only allowed in Sites-Franklin because it is the only hall equipped with a kitchen. Electric coffee pots and popcorn poppers may be used in rooms, but no other cooking is allowed. Hot plates, crock-pots, electric frying pans, and open coil appliances are prohibited.

## Electrical appliances

Fires in student rooms have resulted from defects in or careless use of electrical appliances. For this reason, only the following appliances are considered acceptable for use in your room:

- Coffee pots
- Clocks
- Electric blankets
- Hair dryers
- Popcorn poppers
- Radios
- Refrigerators (maximum of 4.8 cubic feet)
- Shavers
- Stereos or tape players
- Sun lamps (with permission of Housing Director)
- Televisions—VCR

## Expectations

The College considers cultivation of self-discipline to be of paramount importance in your educational process and essential to your development as a responsible citizen. In accordance, DCCC expects you to maintain standards of personal discipline that are in harmony with the educational goals of the institution and to conduct yourself in a manner that appropriate to the Academic Community.

## Firearms

All firearms of any type are prohibited in the residence halls.  
**GUNS ARE NOT ALLOWED IN THE STUDENTS' ROOMS.**



## Fire Drills

Occasionally fire drills are scheduled in College residence halls in compliance with state regulations. During fire drills, you are expected to follow the directions given you and maintain a mature attitude. Persons who remain in a residence hall after an alarm has been sounded may be in violation of campus regulations as well as state laws.

## Fire equipment

Do not tamper with fire safety equipment. Misuse of this equipment can cause the loss of life and property. You risk a fine and/or imprisonment if you tamper with fire safety equipment or sound a false alarm.

## Keys

Your room key is issued to you upon check-in. Take good care of it: a lost room key results in a \$50.00 charge for a lock change. The charge for lost apartment key is \$100.00.

## Liability

Neither Dodge City Community College nor its officers, agents, or employees are liable for the loss, theft, disappearance, damage or destruction of any property belonging to, used by, or in the custody of any student, no matter where such property may normally be kept, used, or stored. You should consider purchase of insurance to cover loss or damage of personal property or an extension of your parents' insurance for this purpose.

## Light bulbs

Light bulbs are provided in the light fixtures in your room. If a bulb burns out, contact your RA for a replacement.

## Lounges

The lounges in your residence hall are there for your relaxation and enjoyment. Please help to keep them in good condition. Furniture is not to be removed from lounges or other public areas. Persons known to be responsible for damages to lounge furnishing will be charged.

## Lock out fee

Residents are responsible for their keys\* at all times. The housing staff will unlock their door for them the first and second lock out for free. But on the third lock out, a \$10.00 fee will be charged to the resident's account.

## Maintenance and repairs

If something in your room needs repair, you should inform a staff member in the housing office, who will contact maintenance personal on your behalf. All work orders must be processed through the housing office.

## Musical instruments

A limited number of practice halls are located on campus for student use. If you wish to practice in your own room, be considerate of your roommate and neighbors.

## Overnight guests

Guests may stay overnight in residence halls if there are empty beds available. (Overnight accommodations for men cannot be made in women's residence halls or vice versa.) A guest must register at the housing office. You will be billed \$5.00 per night for your guest's accommodations. Please inform your guest of College and residence hall regulations. You will be held responsible for violations incurred by your guest. There is a limitation on how long your guests may stay in the residence halls.

## Pets

Fish in a bowl are welcome, but no other pets are allowed in the residence halls.



## Posting guidelines

If you or your organization would like to post signs in the residence halls, it is necessary to seek approval from the housing director. Signs posted without approval are subject to removal.

## Private rooms

Private rooms are frequently available, but due to the amount of hall space, they cannot be guaranteed. If occupancy permits, residents may request private rooms after the semester is in progress. Extenuating circumstances may be discussed with the Director of Housing.

\*Private rooms cost an additional \$325.00 per semester.

## Quiet hours

Each hall maintains specific quiet hours. During those times, the noise level is kept to a minimum for those who wish to study. Anyone who disregards other residents' rights by playing stereos loudly or creating other noisy disturbances will be subject to being asked to vacate the residence hall.

## Room Assignment

Priority for space is determined by the date of receipt of the completed housing application and deposit. Mutual requests for roommates and special living arrangements are honored when ever possible.

## Room changes

Requests for room changes should be directed to the housing office. You must go through proper check out procedure before moving.

## Room entry

DCCC is committed to respecting your right to privacy. However, the College maintains the right to enter rooms and perform required maintenance, to determine the condition of College property and to regulate suspected violations of College rules and regulations.

## Room inventory sheets

When you first move into your room, you are asked to complete a room inventory sheet. This is to protect you from being held responsible for damages which existed prior to your occupancy. You are advised to be accurate and specific in filling out this form. Your R.A. will check the condition of your room against your inventory sheet when you check out, and any damages not listed on this form will be charged to you.

## Security

DCCC security personnel make building checks on a regular basis and are available to handle disturbances or concerns. Students are responsible for behaving in ways which do not put them at risk.

For your security, it is recommended that you keep your room door locked at all times. All exterior doors of Shelden Hall and Coleman-Webb will be locked each night at 10:00 p.m.

## Solicitation

Solicitation is strictly prohibited in residence halls unless authorized by the Director of Housing.

## Student rights

You have specific rights and responsibilities as a member of an DCCC residence hall community. These include:

- \* The right to read and study free from undue interference in your room. Unreasonable noise and other distractions inhibit the exercise of this right.
- \* The right to a clean environment in which to live.
- \* The right to petition for redress of grievances.
- \* The right to be free from fear of intimidation, physical and/or emotional harm.
- \* If you feel that these rights are being infringed upon, please make an appointment to discuss your concerns with the Director of Housing.



officially terminated.

## Vacations

Residence halls are closed during scheduled vacation periods. If you wish to stay in your hall at these times, it is necessary to make special arrangements with the Housing Director in advance. There is an additional charge for vacation periods.

## Visitation

Specific hours are set aside when you may invite friends or relatives of the opposite sex to visit in your room. Each hall has its own visitation hours, which may be changed by all-hall vote. If you have guests, you must escort them from the lobby to your room. The system of escorting visitors keeps unauthorized people from roaming the halls.

## Wall decorations

You are welcome to personalize your room with decorations or posters, but remember to use masking tape only. You will be held responsible for damage caused by other tape, nails, or screws.

ending in the fall semester. Releases from the contract may only be made where a student withdraws, gets married, or graduates from the College at the end of the first semester. Please acquaint yourselves fully with the terms and conditions of the contract. If you withdraw from college, you are responsible for the balance of the semester's charges as outlined in the contract. A student may cancel his/her contract with payment of an additional early cancellation fee of \$250.00.

### Other Residence Halls (Including Meals)

### Sites Franklin With Meals Without Meals

Full Year .....	\$2,700.00	.....\$2,930.00	.....\$1,620.00
Per Semester ...	\$1,350.00	.....\$1,465.00	.....\$810.00
(due Aug. 1 and Jan. 1)			

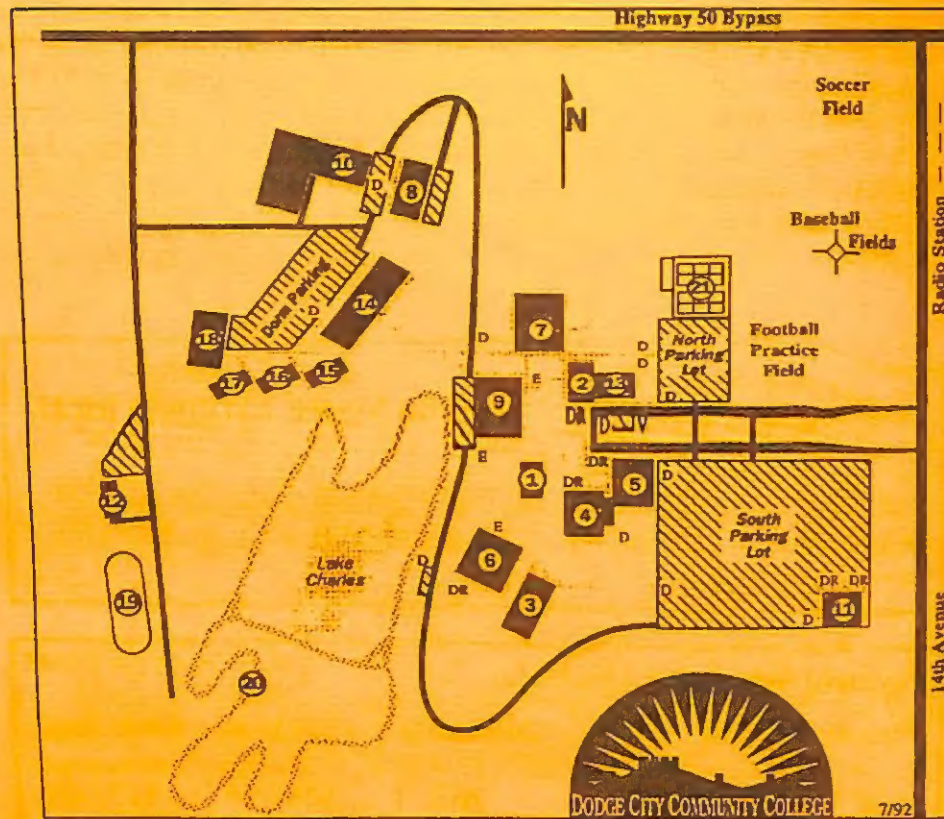
### Payment Schedules Available:

Other Residence Halls	Sites Franklin	With Meals	Without Meals
Aug. 1 .....	Aug. 1 .....	\$488.34	.....\$270.00
Sept. 1 .....	Sept. 1 .....	\$488.33	.....\$270.00
Oct. 15 .....	Oct. 15 .....	\$488.33	.....\$270.00
Jan. 1 .....	Jan. 1 .....	\$488.34	.....\$270.00
Feb. 1 .....	Feb. 1 .....	\$488.33	.....\$270.00
Mar. 15 .....	Mar. 15 .....	\$488.33	.....\$270.00
Aug. 1 .....		\$450.00	
Sept. 1 .....		\$450.00	
Oct. 15 .....		\$450.00	
Jan. 1 .....		\$450.00	
Feb. 1 .....		\$450.00	
Mar. 15 .....		\$450.00	

**The \$100.00 Deposit and first payment are due and payable by August 1.** Each subsequent payment is due and payable by the date indicated. No student will be admitted to the residence halls without the deposit and first payment.



# DCCC Campus Map



- 1 - Administration
- 2 - Science & Math (Rm #200s)
- 3 - Humanities (Rm #300s)
- 4 - Fine Arts (Rm #400s)
- 5 - Little Theatre
- 6 - Learning Resource Center (LRC)
- 7 - Physical Education/Wellness Center
- 8 - Computer Center/Maintenance (Rm #800s)
- 9 - Student Center/Bookstore
- 10 - Tech Center (Rm #1700s)
- 11 - Cosmetology/Child Care Center
- 12 - Equine Studies
- 13 - Allied Health (Rm #1000s)

## Residence Halls

- 14 - Sheldon Hall (Office)
- 15 - Sites-Franklin Hall
- 16 - Russell-Reville Hall
- 17 - Gleckler-Zollars Hall
- 18 - Coleman-Webb Hall
- 19 - Rodeo Arena
- 20 - Exercise & Fitness Trail
- 21 - Tennis & Racquetball Courts

V Visitor Parking    D Disabled Parking    DR Disabled Ramps    E Elevators

Adult Learning Center - 1201 N. 1st Street

KDCC/AM-FM Radio Station - 3004 N. 14th Avenue (1/2 mile north of U.S. 50 By-Pass)